

Records Retention Schedule

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Records Retention Schedule

◆ Records Retention Schedule:

- A list that prescribes the **retention periods** of different categories of records prepared by a records creating agency.

◆ Retention Period:

- The period for which the record is to be kept before its final **disposition**.

◆ Disposition:

- Weeding of the records after their review/ appraisal
- Transfer of records to the Departmental Records Room/ Archives.

Records Retention Schedule

◆ Reckoning of the Retention period

- A and B category of Records:
 - ◆ From year of opening of the file
- C category of Records
 - ◆ From year of closing/ recording of the files

◆ When to Use the Retention Schedule:

- At the time of the categorisation and recording of files, also at the time of review of files.

Note: Retention period is automatically assigned to A and B category of records; (i.e 25 years)

Only in the case of C category of records RRS is effectually utilized

Records Retention Schedule

- ◆ Categories of records: (Ref Para105 of Central Secretariat Manual of Office Procedure)
- ◆ A category- permanent to be microfilmed
- ◆ B category- permanent not to be microfilmed
- ◆ C category- Maximum retention period 10 years.

Records Retention Schedule

◆ Why Need a RRS?

- To ensure that:
 - ◆ Records are neither prematurely destroyed,
Nor kept for periods longer than required –

At the Cost of ECONOMY and Efficiency.

Records Retention Schedule

◆ Advantages:

- Reasonable ratio between creation and destruction of records.
- Helps in quick review and weeding out of records that are no longer required
 - ◆ Results in : Economy in
 - Space
 - Money
 - Efficiency
- Timely flow of records from the Sections to the Records Room

Records Retention Schedule

Thus, in order to prescribe judicious retention periods to different categories of records, a Records Retention Schedule (RRS) needs to be drawn by the all records creating agencies.

Records Retention Schedule

Types of Records Retention Schedules

Two types, viz.

1. Pertaining to Facilitative Functions, and
2. Pertaining to Substantive Functions.

Records Retention Schedule

Records Retention Schedule for Records pertaining to Facilitative Functions:

Functions that are common to all departments.

1. Establishment, Personnel, and Housekeeping matters, e.g. Establishment, Welfare, Vigilance, Common Office Services viz. accommodation, furniture, stationary and forms, office equipments, library, security etc., Hindi, Public Relations, Parliament etc.
2. Financial matters, viz. Finance, Budget, Cash and Accounts etc.

Records Retention Schedule

- ◆ For records Common to all Departments follow (follow *Records Retention Schedule in Respect Of Records Common to all Ministries/Departments*) issued by Deptt of Administrative Reforms Public Grievances
- ◆ For records dealing with Financial matters, viz. Finance, Budget, Cash and Accounts etc follow *General Financial Rules, 2005*

Records Retention Schedule

Records Retention Schedule for Records pertaining to Substantive Functions:

Functions which are peculiar (specific) to that particular records creating agency(RCA).

Therefore, the Retention Schedule for records pertaining to Substantive Functions of each RCA would be according to the records created by it. eg. Retention Schedule of Substantive Functions of RGI will be different from that of MHA or MEA.

Records Retention Schedule

Steps in the preparation of RRS for Records pertaining to Substantive Functions

1. Study of the Structure and Functions of the Organisation
2. Study of the Work Distribution amongst various Divisions/ Branches/ Sections/ Units/ Cells etc
3. Study of the Current and Semi-Current Record-Series/ Record-Groups
4. Listing of the subject-heads (including sub-heads) and Record-Groups
5. Prescribing of the Retention Periods as A, B & C category. C category records are limited for 10 years period.
6. Preparation of the draft Records Retention Schedule
7. The draft RRS compiled by the RCA should then be forwarded to NAI for final vetting before implementation.

Records Retention Schedule

◆ Vetting of the RRS- Done by NAI

- ◆ As per section 6(1) (e) of PR act, 1993 and Para 111 (1) (d) of CSMOP

◆ Implementation of RRS-by RCAs

- ◆ Review of RRS- to be done once in five years Para 111 (2) of CSMOP

- ◆ The RRS of NHPC Ltd has been vetted by NAI in 2005 and also Reviewed in 2010.

Thank You

